

USAID/OTI Intern Vacancy Announcement

Office of Transition Initiatives

“Program Assistant Interns”

This solicitation is recruiting interns for the summer 2013 term (June – August) and fall 2013 term (September – December), to support USAID's Office of Transition Initiatives (OTI) in the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA). OTI is looking for interns to support its Field Programs Division, working as **Program Assistants** or its Operations Management Division working **as Administrative Program Assistants** in the Washington, DC headquarters location. Depending on space available, OTI may bring on one intern or more. Interns can expect to have a substantive and rewarding experience as part of the DCHA/OTI team - once on board, interns are treated as full staff members and are expected to perform as such.

OTI was created in 1994 as a distinct operating unit within USAID to help local partners advance peace and democracy in priority conflict-prone countries. Seizing critical windows of opportunity, OTI works on the ground to provide fast, flexible, short-term assistance targeted at key transition needs. Countries experiencing a significant political transition in the midst of a disaster or emerging from civil conflict have unique needs that cannot be fully addressed by traditional disaster relief. Timely and effective assistance to promote and consolidate peaceful, democratic advances can make the difference between a successful or a failed transition. OTI assists in securing peace by aiding indigenous, mostly non-governmental, civil society and media organizations, using such mechanisms as support for re-integration of ex-combatants into civilian society; development of initiatives to promote national reconciliation; identification of quick-impact community self-help projects to meet urgent economic needs; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public participation. For more information about OTI and its country programs please see: <http://www.usaid.gov/what-we-do/working-crises-and-conflict/promoting-peaceful-political-transitions>

Job Descriptions and Qualifications:

Below is a brief job description followed by expected qualifications. Internships are unpaid and will require a security clearance. In order to obtain a security clearance, all candidates must pass a background check. Failure to obtain a security clearance will preclude candidates from obtaining an internship.

Program Assistant. This position will work with OTI's Field Programs Division, which is responsible for the development, oversight, and management of OTI country programs and its field staff. Basic internship duties of a Program Assistant might include providing administrative, operational, and program support for an OTI country program or for the Applied Best Practices and Coordination (ABC) team under the supervision of the ABC team leader or one of OTI's Regional Team Leaders in one or more of the following regions: Africa (AFR), Afghanistan/Pakistan (Af/Pak), Asia, Middle East (ME), Latin America and Caribbean (LAC). Qualifications: candidates should possess a strong background in political analysis, conflict resolution, international development, international disaster assistance, and/or security studies, excellent written and verbal communication skills, and basic computer proficiency. A minimum of one year work experience in international development and/or overseas experience preferred. Candidate's degree should reflect the experience required (e.g. international studies, conflict resolution, political analysis, program management, etc).

Administrative Program Assistant. This position will work with OTI's Operations and Management Division, which provides OTI with an advanced level of operational and management support to help ensure ongoing and improved flexible, rapid response in political transition programming overseas. The Operations and Management Division is responsible for instituting and maintaining office-wide systems and processes, office practices and procedures, and the creation of an enhanced response capability through teamwork, responsiveness, fiscal responsibility, quality control, and customer service. Basic internship duties of an Administrative Program Assistant will include providing administrative support for an OTI program or operations team under the supervision of the Team Lead in one or more of the following areas: Procurement and Staffing, Finance, Travel, Human Resources, Records Management or Training. Qualifications: candidates should possess a strong background in administrative capability and customer

service, as well as possess a high level of attention to detail, excellent written and verbal communication skills, and basic computer proficiency. Candidate's degree should reflect the experience required (e.g. Human Resources, Administrative Management, etc).

Additional Qualifications: All candidates must be *U.S. citizens* currently enrolled and in good standing in a college or university Bachelors, Masters Degree or PhD program, must have at least a 3.0 Grade Point Average (GPA), must meet the qualifications outlined in each position description outlined above, and be able to receive a U.S. Government security clearance.

Application Deadline: Applications will be reviewed periodically throughout the year (e.g. applications will be reviewed in November for positions starting in January; in February for summer positions, and in July for positions starting in the Fall).

Location: Washington, DC

Contact: If interested, please submit the following by email before the application deadline to: oti-intern@usaid.gov (incomplete applications or applications with the incorrect subject line may not be considered):

- (1) Email oti-intern@usaid.gov with the subject line “**2013 OTI internship – Program Assistant**” or “**2013 OTI internship – Administrative Program Assistant**”
- (2) Include a Cover letter in the body of the email, or attached to the email in a Microsoft Word document. The following should be included in the cover letter: (a) brief overview of the area of interest; (b) brief overview of qualifications/experience related to the internship position the applicant is applying for; (c) specify the dates and time period the applicant is available to work, for example, state "available from (month/year) to (month/year)"; (d) list at least two references with contact information (email/telephone);
- (3) Resume/CV (in Microsoft Word) attached to the email

Applicants are expected to commit to at least 8 continuous weeks of work for full consideration. Due to the large number of applications received, we are unable to respond to applicants individually. Only those candidates under consideration will be contacted. **No phone calls please.**